

ADMINISTRATOR, COMMUNITY HEALTH PROGRAMS

DEFINITION:

Under administrative direction, to administer, oversee and coordinate multiple, integrated community health programs and services provided in collaboration among county departments, and private or public providers; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated only to the Health and Human Services Agency, Community Health Division. Under the direction of the Deputy Director, Community Health Services, positions in this class are responsible for recommending, formulating and implementing policies that provide integrated, cost effective health programs through collaborative efforts among county departments, public and private providers.

EXAMPLES OF DUTIES:

Formulates and implements policy and procedures relating to integrated health programs and services provided in collaboration by county departments, public and private providers; ensures that integrated community health services are provided to county citizens in the most efficient and cost effective manner; provides technical support and direction to subordinate program managers in the implementation of coordinated policies and procedures among programs; conducts audits of programs, reviews program data and implements revisions or strategies to enhance cost effectiveness and program delivery efforts; recommends and implements policies and procedures to maximize service integration between programs and service providers; performs long-range program planning; provides authoritative information to the Director and Board of Supervisors on activities; represents the county at meetings, conferences and workshops with other public and private agencies, organizations or councils; implements MOA's, contracts and grants; monitors and evaluates the performance of administrative contracts and negotiates and finalizes new contracts; identifies issues and facilitates county organizational and staff development necessary to implement system changes; analyzes and interprets existing or proposed legislation, and makes recommendations for adoption or amendment; may assist in the development of state program regulations; makes presentations on program and linked services integration to policy boards of partner agencies; monitors and harmonizes assigned program budgets; performs special studies and projects as assigned by the Deputy Director; prepares needed reports; and supervises program staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Federal, state and local health laws, regulations and codes related to health programs and services.
- Medical services planning, evaluation and assessment.
- Policy/procedure development and implementation related to health/medical programs.
- Fundamental health-economic concepts and their role in public formulation.
- Contract negotiation and management.
- County government functions, organization and operations.
- Methods of analyzing, planning, and developing administrative and reporting systems and procedures.
- Principles of the development and implementation of management information systems.

- The General Management System in principle and in practice.
- Principles and practices of supervision and training, fiscal management, personnel management and general administration.

General Knowledge of:

- Biostatistical methods as they apply to health policy setting.
- Principles of epidemiology and survey methods.

Skills and Abilities to:

- Plan, direct, organize, and evaluate significant medical programs and integrated services provided on a county-wide basis through county departments, public and private providers.
- Manage multiple health/medical programs and ensure that program activities conform with federal, state, and local laws and regulations.
- Direct and ensure the health programs and services are integrated and provided in the most efficient and cost effective manner.
- Formulate and administer county policy/procedure relating to medical services.
- Interpret complex federal and state laws, regulations, and administrative procedures.
- Coordinate multiple health programs, services and activities with other county departments and public/private agencies.
- Identify and resolve operational problems.
- Engage in long-range program and planning.
- Direct the preparation of annual program budgets and the monitoring of revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education /experience is: a bachelor's degree from an accredited university or college in public health administration, public administration, business administration or a related field, AND, five (5) years of administrative experience managing, planning, and monitoring health care service activities and programs. The possession of a master's degree from an accredited university or college in public health, hospital administration, health care administration, public administration, business administration, or a closely related field is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment. Employees in this class may be required to use their own personal vehicle.